



Local Historic Landmark Supplemental Application Information

Thank you for your interest in the Salisbury local historic landmark program. The City of Salisbury has been a leader in preservation across the state of North Carolina since the 1970s. Salisbury is fortunate to not only have such wonderful historic architecture, but also to have residents and elected officials that value our built heritage and actively seek to safeguard it. The local historic landmark program was enacted in 2017 and updated in 2021 to provide an additional method of protecting and recognizing special properties in the city.

This application guide is intended to be a reference for anyone considering applying for landmark status, and will 1) define key terms, 2) outline criteria that appointed/elected officials will use to determine eligibility for designation, 3) describe the public process to designate a landmark, and 4) identify next steps, considerations and consequences of landmark status. If you are considering applying to have a property designated as a Local Historic Landmark, we encourage you to reach out to Historic Preservation Commission Staff early on in the process.

Local Historic Landmark Categories

Recognizing the diversity of important sites in Salisbury, beginning in 2021 the City Council can designate two categories of historic landmarks: Property and Cultural. Definitions are provided below.

Local Historic Landmark – Property (LHL-P)

The definition of a Local Historic Landmark – Property is found in the Land Development Ordinance, Chapter 15.20.

A building, structure, site, or object, which may or may not be listed on the National Register of Historic Places, and is an outstanding example of a historic resource and is intended to be recognized for its architectural integrity. In addition to documented special significance, these properties maintain the highest degree of integrity and are further recognized for their rarity among properties in Salisbury.

Local Historic Landmark – Cultural (LHL-C)

Salisbury's Cultural Local Historic Landmarks are defined in Land Development Ordinance, Chapter 15.20.

A building, structure, site, or object that is important to the culture and diversity of Salisbury which has affected the broad pattern of Salisbury's history and have come to represent a part of Salisbury's cultural heritage for at least twenty-five (25) years. This category is intended to recognize those places that are not traditionally included in National Register or Local Historic Districts but nonetheless have attributed to cultural change in Salisbury.

Criteria for Designation as a Landmark

In determining whether to recommend and approve landmark status, the Historic Preservation Commission and City Council rely two measures: 1) if the property possesses Special/Cultural Significance, and 2) if the property possesses a high degree of Integrity. Integrity is the ability of a property to convey its historic associations of attributes. Criteria for LHL-Ps and LHL-Cs vary slightly, as described below.

It is the responsibility of the applicant to research, document and make the case that the site meets the criteria through written portions and photographic evidence in the pre-application and application.

Local Historic Landmark – Property (LHL-P)

1. Property must possess SPECIAL SIGNIFICANCE for at least one (1) of the following criteria:

- It is associated with events that have made a significant contribution to the broad patterns of local, regional, or national history.
- It is associated with the lives of persons significant in local, regional, or national history.
- It embodies the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction.
- It yields or may be likely to yield, information important in history or prehistory.

2. Property must possess all seven (7) aspects of INTERITY, including:

- **Design:** Design is the combination of elements that create the historic form, plan, space, structure, and style of a property. This includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.
- **Setting:** Setting is the physical environment of a historic property. It refers to the historic character of the place in which the property played its historical role. It involves how, not just where, the property is situated and its historical relationship to surrounding features and open space. The physical features that constitute the historic setting of a historic property can be either natural or manmade and include such elements as topographic features, vegetation, simple manmade paths or fences, and the relationships between buildings and other features or open spaces.
- **Workmanship:** Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is the evidence of artisans' labor and skill in constructing or altering a building, structure, object, or site. It may be expressed in vernacular methods of construction and plain finishes or in highly sophisticated configurations and ornamental detailing. Examples of workmanship in historic buildings include tooling, carving, painting, graining, turning, and joinery.
- **Materials:** Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. If the property has been rehabilitated, the historic materials and significant features must have been preserved. The property must also be an actual historic resource, not a re-creation; a property whose historic features have been lost and then reconstructed is usually not eligible.

- **Feeling:** Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character. For example, a rural historic district which retains its original design, materials, workmanship, and setting will relate the feeling of agricultural life in the nineteenth century.
- **Association:** Association is the direct link between an important historic event or person and a historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer. Therefore, a property where a nationally significant person carried out the action or work for which they are nationally significant is preferable to the place where they returned to only sleep, eat, or spend their leisure time. Like feeling, association requires the presence of physical features that convey a property's historic character.
- **Location:** Location is the place where the historic property was constructed or the place where the historic event occurred. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons.

Local Historic Landmark – Cultural (LHL-C)

1. Property must possess SPECIAL SIGNIFICANCE for at least one (1) of the following criteria:

- It is associated with events that have made a significant contribution to the broad patterns of local, regional, or national history.
- It is associated with the lives of persons significant in local, regional, or national history.

2. Property must possess all four (4) aspects of INTERITY, including:

- **Location:** Location is the place where the historic property was constructed or the place where the historic event occurred. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons.
- **Setting:** Setting is the physical environment of a historic property. It refers to the historic character of the place in which the property played its historical role. It involves how, not just where, the property is situated and its historical relationship to surrounding features and open space. The physical features that constitute the historic setting of a historic property can be either natural or manmade and include such elements as topographic features, vegetation, simple manmade paths or fences, and the relationships between buildings and other features or open spaces.
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3. Property must be CULTURALLY SIGNIFICANT by embodying at least one (1) of the following characteristics:

- It represents a resource that greatly contributes to the character or image of a defined neighborhood or community area through either an association with a person or event;
- Buildings or places which have come to represent a part of Salisbury's cultural heritage for at least twenty-five (25) years;
- Institutions that provide evidence of the cultural history of Salisbury (churches, universities, art centers, theaters and entertainment halls) as well as stores, businesses and other properties that provide a physical record of the experience of particular groups;
- Markets and commercial structures or blocks which are important to the cultural life of Salisbury and groups of buildings, structures and/or sites representative of, or associated with particular social, ethnic, or economic groups during a particular period.

Landmark Designation Process

Regardless of the type of local historic landmark, the application follows the same process.

1. Preparation of Pre-Application

This application initiates a preliminary consideration of a property for local historic landmark status. The pre-application will be reviewed by staff and the HPC to evaluate and determine if a property is likely to qualify as a historic landmark. To submit a local historic landmark pre-application, the enclosed pre-application form should be completed in its entirety and all required additional information prepared. Please type or print clearly in black ink. One (1) complete hard copy should be provided as well as one (1) complete digital copy. Applications are due by the 25th of the month for the next month's HPC agenda. Applicants are strongly encouraged to meet with staff prior to submitting a pre-application.

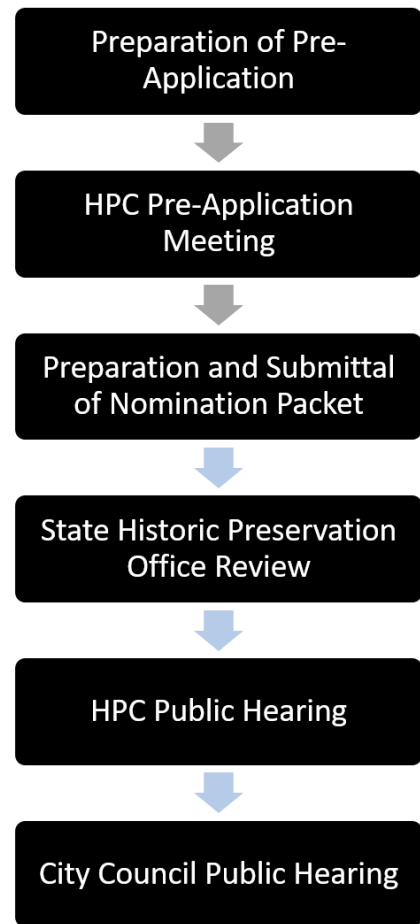
2. HPC Meeting – Pre-Application

At the HPC meeting, staff will give a brief presentation of the request. Applicants and/or their agents are required to attend and will be given time to provide additional information and answer questions from HPC members. A public hearing will be held. Applicants and/or agents should be prepared to discuss information submitted for review as part of the pre-application process. HPC meetings are evidentiary. Submittal of a pre-application does not guarantee approval of the pre-application by the HPC.

3. Preparation and Submittal of Local Historic Landmark Application Form

Once a local historic landmark pre-application has been approved, preparation of a formal local historic landmark application may proceed. A fee of \$800.00 is due at the time of application. The nomination packet must document the historic, cultural, and architectural significance of the proposed landmark property in addition to justifying the property's integrity. In the case of private properties, it is the responsibility of the property owner to do the needed research and to complete the applications or to have the research and completion of forms done by a qualified consultant. The North Carolina Division of Archives and History maintains a list of consultants if you do not know one. Should a property owner choose to hire a consultant, the negotiated fees are between the property owner and consultant and not a matter of the City of Salisbury's consideration.

This application will be reviewed by staff prior to submittal to the North Carolina State Historic Preservation Office (SHPO) for review and comment. As such, this application must be prepared in a manner ready for submittal to the SHPO. The City's application form should be typed or printed clearly in black ink. The narrative statement must be typed. The SHPO has prepared a checklist outlining the minimum information required to document a property's special significance and integrity, which is included in this packet. The narrative should be prepared and organized as outlined in the checklist. Submittal of a complete local historic landmark application should be made electronically to staff.



Once staff submits the application to the SHPO on behalf of the applicant, comments will be returned within thirty (30) days. The SHPO does not provide a positive or a negative recommendation. Instead, the SHPO's comment will state sufficient information has been provided or suggest additional information be provided to justify the property's special significance and integrity as a local historic landmark.

4. HPC Meeting - Application

Once the local historic landmark application has been reviewed by the SHPO and all comments have been addressed by the applicant, the application will be placed on the next available HPC agenda. Applicants and/or their designated agent must be present at this meeting and should be prepared to discuss the special significance and integrity of the property. If desired, PowerPoint presentations may be prepared and submitted electronically to staff at least one week prior to the HPC meeting.

The HPC will hold a public hearing on the local historic landmark application prior to making a recommendation to City Council on the local historic landmark application. The HPC will review the local historic landmark application in its entirety as well as the comment letter from the SHPO as part of their consideration. The HPC's role is to make a recommendation to City Council on the whether the property's special significance and integrity has been documented and justified. Submittal of a local historic landmark application does not guarantee a positive recommendation to the City Council. The HPC's recommendation is not binding on City Council.

5. City Council Meeting – Application

Staff will prepare the application to be presented to City Council. Notification to adjacent property owners will include a mailed letter, a public hearing sign posted on the property under consideration, and an ad in the Salisbury Post. City Council will hold a public hearing to consider the request for designation of the property as a local historic landmark. The City Council will be provided a copy of the complete local historic landmark application, the comment response from the SHPO, and the HPC's recommendation. The applicant and/or their designated agent must be present at this meeting and should be prepared to discuss the special significance and integrity of the property. If desired, PowerPoint presentations must be submitted to staff at least forty-eight (48) hours in advance.

Local historic landmark designation is adopted by ordinance. City Council has the authority to adopt the ordinance as presented, amend the ordinance, or reject the ordinance. Submittal of a local historic landmark application does not guarantee that the ordinance will be adopted as submitted or amended.

Next Steps & Consequences of Local Historic Landmark Designation

If the local historic landmark application is adopted by City Council, the property owner will receive written notification of such designation. If the property is not occupied by the owner, efforts will be taken to provide written notification to occupants of the property as reasonable diligence permits.

Certificate of Appropriateness (COA) Required

As required for properties designated within a local historic district, a local historic landmark within or outside of a local district shall obtain a Certificate of Appropriateness (COA) must be obtained from the HPC before any changes are made on the landmarked portion of the property. This may include the building, grounds, and interior depending on how the local landmark ordinance was presented and adopted. Contact City of Salisbury staff to obtain information regarding the required COA prior to commencing work as unauthorized alterations may result in a notice of violation (NOV). A NOV could result in the removal of the local historic landmark status on the property.

Deed Recordation

Staff will be responsible for filing notice of local historic landmark designation with Rowan County. One copy of the landmark ordinance and all future amendments will be filed by staff in the Rowan County Register of Deeds office. A second copy of the landmark ordinance and all future amendments will be given to the Rowan County Building Inspector. A third copy will be provided to the Rowan County tax assessors' office. The designation and any recorded restrictions upon the property limiting its use for preservation purposes may be considered by the tax assessor when appraising the property for tax purposes. The status as a local historic landmark shall be clearly indicated on all tax maps maintained by the County or City as long as the property retains its local historic landmark status.

Tax Deferral

It is the property owner's responsibility to apply to the tax office for the real property tax deferral of up to 50% of the ad valorem property taxes on the designated landmark property. This deferral exists as long as the property retains its local historic landmark status. Any new owners of a landmarked property must contact City staff to receive a copy of the approved landmark ordinance and then notify the Rowan County Tax office regarding the new ownership.

Finally, a copy of the adopted ordinance will be maintained in the City Clerk's office for public inspection at reasonable times. The application materials, ordinance copy, and all subsequent COAs will be maintained in the Development Services office.